

**DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM
BOARD OF MANAGERS
PUBLIC SESSION MEETING MINUTES
June 28, 2018**

OPENING AND ATTENDANCE

The Board of Managers meeting was held at the Veteran's Affairs office located in Dover, Delaware. Lt. Calhoun called the meeting to order at approximately 10:00 a.m.

Those in attendance included:

BOM MEMBERS

Marianne Kennedy	JP Court
Michelle Hoffman	Family Court
Gregory Patterson	DOJ
Sec. James Collins	DTI
Elmer Setting	AOC
Phil Winder	DOC
Carl Wilson	ODS
Leann Summa	DYRS
Lt. Frederick Calhoun	NCCPD
Jeff Horvath	DE Police
	Chiefs' Council

STAFF

Earl McCloskey	DELJIS
Michael Kelly	DELJIS
Mary Hansen	DELJIS
Alyssa Huenke	DELJIS
Patricia Davis	DAG

PUBLIC AND NON-VOTING PARTIES

Saul Hernandez
Walter Beaupre
Carlos Rosa

I. REVIEW AND APPROVAL OF MEETING MINUTES

BOM Public Session Minutes – Mr. Horvath made a motion to approve the May 2018 BOM Public Session minutes. The motion was seconded by Mr. Setting. All approved. Motion carried.

II. NETWORK MANAGEMENT

Ms. Hansen advised Mr. Beaupre was present from Wesley College requesting DELJIS access, referring to Attachment B of the meeting handouts. She stated that Wesley College recently received approval from the State Board of Examiners for Constables to have constable positions. Wesley College is requesting constable access for their Public Safety Department.

Mr. Winder made a motion to approve the request for DELJIS access from Wesley College Constables. Mr. Patterson seconded the motion. All approved. Motion carried.

III. HEARINGS

A motion was made by Mr. Patterson to enter Executive Session pursuant to 29 Delaware Code §10004 to discuss criminal files and criminal records, the disclosure of which would constitute an invasion of personal privacy, and/or to discuss documents excluded from definition of public record where such discussion may disclose the

contents of such documents, including pursuant to §10002 (l)(3)(5)(6)(9) and seconded by Mr. Horvath. All approved. Motion carried.

- Case #201706 – Mr. Setting made a motion to grant basic access for the appellant. Mr. Winder seconded the motion. All approved. Motion carried.
- Case #20170777A – Mr. Horvath made a motion to suspend access for the appellant. Ms. Kennedy seconded the motion. All approved. Motion carried.
- Case #20170777B – Secretary Collins made a motion to suspend access for the appellant. Mr. Patterson seconded the motion. All approved. Motion carried.

IV. STRATEGIC ISSUES

- DELJIS Modernization Report – Secretary Collins stated there were no updates regarding the DELJIS Modernization Report.

V. COMMITTEE REPORTS

There were no committee reports.

VI. OLD BUSINESS

- Automated Usage Statistics - Mr. McCloskey referenced Attachment C in the meeting handouts and reviewed the automated usage statistics with the attendees.
- Project Status Report – Mr. McCloskey reviewed the project status report with the attendees, referring to Attachment D in the meeting handouts. He discussed the addition of new projects and the purposes of same. Mr. McCloskey also discussed projects that have recently been completed.

Mr. McCloskey discussed the Drug Intervention Notice project that DELJIS recently received approved funding for. He stated that the project focuses on adding a feature to LEISS that will generate and send an email notice to the Division of Substance Abuse and Mental Health for possible follow-up services.

Mr. McCloskey mentioned HB 222 and HB 302 relating to lethal violence protective orders and orders of weapon relinquishment. He added that modules will be created in LEISS for such relinquishments. He stated that DELJIS will have six months to complete this project.

Mr. McCloskey also discussed the electronic signature of videophone warrants. He stated the pilot involving New Castle County Police Department and Justice of the Peace Court 2 began on June 4th. Ms. Kennedy advised that the pilot has been going exceptionally well and she has received positive feedback from a number of parties. She stated a smaller police agency will be picked for another pilot. Secretary Collins asked how the new process works. Ms. Kennedy advised that currently all of the paperwork with videophone warrants is faxed back and forth between the courts and police agencies. She added that the new electronic process eliminates faxing the paperwork back and forth, and allows for a more efficient procedure for warrant approval. The warrants are placed in queue for approval as

they are submitted by officers, and judges can either approve or reject a warrant with their authentication serving as an electronic signature. Secretary Collins advised that DTI is exploring a few different digital signature applications for use throughout the State. There was discussion about how the use of digital signatures would be an extremely beneficial enhancement to the automated videophone warrant project.

- Compliance Audit Report – Mr. McCloskey advised there were no updates regarding the Compliance Audit Report.

VII. NEW BUSINESS

Mr. McCloskey reported that Mr. Jackson signed off on the request for office relocation. He added that the new lease for DELJIS is signed and the tentative move in date for servers and computers is August 5th. The servers and computers will be moved by DELJIS staff and a moving company will be hired to move the cubicles.

VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

A motion was made by Mr. Setting to adjourn the meeting and seconded by Ms. Kennedy at approximately 11:14 p.m.